

MADERA COUNTY
COMMERCIAL PLAN CHECKER

DEFINITION

Under general supervision, to check building plans of non-residential projects, as well as the more complex residential projects, for compliance with building codes, ordinances and statutes; to issue, process, and approve building permits; to answer questions concerning code enforcement and structural requirements for the public, architects, and engineers; and to do related work as required.

SUPERVISION EXERCISED

May exercise technical and/or functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Checks building plans for compliance with building codes, ordinances and statutes, including but not limited to the Uniform Building Code, the Uniform Mechanical Code, the Uniform Swimming Pool Code and other State statutes such as Title 24, Energy and Disabled Access Regulations, etc.; reviews structural calculations and site grading engineering plans and identifies potential safety and structural failures, and alteration needs; calculates foundation, stress, square footage, and support requirements for plan checks; prepares detailed plan check correction reports; confers and coordinates plan review process with architects, engineers, contractors, project owners, or the general public, and explains and interprets applicable codes and ordinances; approves the issuance of building permits; performs peer review of other plan checks and acts as Department clearinghouse for non-residential plan review; may perform some field inspections to determine compliance with applicable codes and ordinances; responds to correspondence concerning building plans, specifications, and code compliance; maintains records and files; provides general information about structural and code requirements to interested individuals; and reviews proposed alternative methods of Code compliance and approves when appropriate.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Pertinent Federal, State, and local laws, codes, ordinances and regulations related to building construction and structural requirements.
Engineering principles in surveying, soil mechanics, foundation design, strength of materials, stress analysis, seismic design, timber design, steel design, reinforced concrete design and structural mechanics.

Knowledge of:

Computer applications, such as word processing, database and spread sheet.
Types of building materials and variations in their quality.
Modern methods of building construction.
Building plans and specifications.
Acceptable health, safety and fire standards in building construction.
Principles of supervision, training and performance evaluation.

Skill to:

Operate a motor vehicle safely.
Operate modern office equipment, including computer equipment.

Ability to:

Interpret, apply, and explain the policies, procedures, laws, codes, ordinances and regulations related to building safety, and zoning and structural requirements.
Apply technical knowledge of building trades work.
Check building plans and specifications for compliance with building codes, regulations, ordinances, and statutes.
Read and interpret plans, diagrams, and specifications.
Make arithmetical calculations related to building plan checks and reviews.
Handle complex public inquiries and complaints in a helpful manner and provide alternate suggestions for project compliance.
Supervise, train, evaluate and provide lead direction to assigned staff.
Maintain accurate records.
Explain building codes, ordinances, and permit requirements to contractors, developers, and the general public.
Tactfully and courteously represent the engineering Department in contacts with the public.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of progressively responsible experience performing building plan reviews for a public agency.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in architecture, civil/structural/mechanical engineering, industrial technology or construction management.

License or Certificate:

Possession of, or ability to obtain by date of appointment, a valid California Driver's License.
Possession of, or ability to obtain within 12 months from the date of employment, ICBO Plans Examiner certification. (Failure to attain the required certification within the prescribed time period will result in termination of employment.)
Possession of valid registration as a Civil Engineer or Licensed Architect issued by the State of California Department of consumer Affairs is highly desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to stand, sit, reach, climb, balance, stoop, kneel, crouch, crawl, and lift up to 20 pounds; work in a standard office environment; be exposed to outdoors and confining work space; and ability to travel to different sites and locations.

Effective Date: December, 2000